

**SECRET**

Approved For Release 2008/11/13 : CIA-RDP75-00399R000100100067-3

CONTROL NO.

### REPORTS INVENTORY

DDS/OF-061

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Review of Indirect Expense Allocation Rates

2. TYPE  
OF  
REPORT

☒ STATISTICAL  
☒ NARRATIVE  
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

<input type="checkbox"/>	PERSONNEL	<input type="checkbox"/>	TRAINING
<input checked="" type="checkbox"/>	LOGISTICS	<input type="checkbox"/>	SECURITY
<input type="checkbox"/>	MEDICAL	<input checked="" type="checkbox"/>	FINANCE

ADMIN. GENERAL  
OTHER (specify)

4. NO. OF COPIES PREPARED

6 - 8

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Periodic - 118 in FY 1970

6. DISTRIBUTION (No. of components not  
number of copies)

2 - 6

7. FORMAT (memorandum, form  
computer print-out, etc)

Memorandum

8. ADP PROCESSING

<input type="checkbox"/>	YES	IF YES GIVE ADP PROCESSING NO.
<input checked="" type="checkbox"/>	NO	

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

### 12. COST FACTORS

#### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-06	\$ 3.57	1 3/4	\$ 6.25	118	\$ 737.50
GS-12	7.96	2	15.92	118	<u>1,878.56</u>
					\$ 2,615.06

#### B. COSTS OF COMPUTER PRODUCED REPORTS


TOTAL COSTS PER YEAR

\$ 2,615.06

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required to determine the compatibility of DCAA  
Overhead Fundings to Agency Contracts. Needed for  
Contracting Officer to negotiate Overhead Rates.

25X1